

# **III CORPS AND FORT HOOD PAMPHLET 420-1**

Installations

## **Key and Essential Personnel Housing and Family Housing Assignment Policies**

**Department of the Army  
Headquarters, III Corps and Fort Hood  
Fort Hood, Texas 76544  
19 December 2014**

**UNCLASSIFIED**

# SUMMARY OF CHANGE

Fort Hood Pamphlet

Key and Essential Personnel Housing and Family Housing Assignment Policies

This major revision, dated 19 December 2014

- Brigade Commanders are added as Key and Essential positions.

Installations

**Key and Essential Personnel Housing and Family Housing Assignment Policies**

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**History.** This revision is a major revision. Portions affected by this revision are listed in the summary of change.

**Summary.** This pamphlet gives guidance for key and essential personnel, and housing assignment policies.

**Applicability.** This pamphlet applies to personnel occupying Family Housing at Fort Hood.

**Supplementation.** Local supplementation of this pamphlet is prohibited

except upon approval of the Directorate of Public Works (DPW).

**Suggested improvements.** The proponent of this pamphlet is the DPW, Housing Services Office. Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Change to Publications and Blank Forms) to the Directorate of Public Works (IMHD-PWH), United States Army Garrison, 18010 T.J. Mills Boulevard, Fort Hood, Texas 76544-5028.

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This pamphlet supersedes III Corps and Fort Hood Pamphlet 210-48, dated 7 September 2012

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## **Chapter 1**

### **Overview**

#### **1-1. Purpose**

This pamphlet sets the guidelines for key and essential personnel, and all other personnel authorized on-post housing at Fort Hood in accordance with (IAW) Army Regulation (AR) 420-1 (Army Facilities Management), Chapter 3, Housing Management, paragraph 3-14.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Abbreviations and terms**

Abbreviations and terms used in this pamphlet are explained in the glossary.

#### **1-4. Key and essential positions**

Fort Hood key and essential positions are:

- a. General Officers
- b. Commander, Garrison
- c. Commander, Carl R. Darnall Army Medical Center (CRDAMC)
- d. Chief of Staff (CofS), III Corps and Fort Hood
- e. CofS, 1st Cavalry Division (1CD)
- f. CofS, First Army Division West (DIVWEST)
- g. CofS, 13th Sustainment Command (Expeditionary) (13ESC)
- h. G3, III Corps and Fort Hood
- i. G3, 1CD
- j. G3, DIVWEST
- k. G3, 13ESC
- l. Brigade Commanders
- m. Command Sergeant Major (CSM), III Corps and Fort Hood
- n. CSM, 1CD
- o. CSM, DIVWEST
- p. CSM, 13ESC
- q. CSM, Operational Test Command (OTC)
- r. CSM, Garrison
- s. CSM, CRDAMC

## **Chapter 2**

### **Housing**

#### **2-1. Mandatory on-post housing**

a. Personnel in key and essential positions have responsibilities that require immediate availability on the installation, beyond normal working hours, and must reside on-post. Incumbents receive such Family or bachelor housing as:

- (1) Approved by the Commanding General.
- (2) Appropriate, based on bedroom requirements and availability.
- b. Approval to reside off-post is subject to the approval of the Commander, III Corps and Fort Hood.

## **2-2. Designated houses.**

Positions with specified designated houses:

- a. Commander, III Corps and Fort Hood
- b. Commander, 1CD
- c. Commander, DIVWEST
- d. Deputy Commander, III Corps and Fort Hood
- e. CSM, III Corps and Fort Hood
- f. CSM, 1CD
- g. CSM, DIVWEST
- h. CSM, 13ESC

## **2-3. Other General Officer housing**

The CofS, III Corps and Fort Hood; Deputy Commander, III Corps and Fort Hood (Canadian); Deputy Commander, 1CD (Maneuver); Commander, OTC; Commander, 13 ESC; and Deputy Commander, 1CD (Support), are assigned other General Officer housing depending upon availability. Occupants may expect a door-to-door move. General Officers will receive cleaning when clearing housing to expedite turnover of housing for the incoming occupant.

## **2-4. Key and essential housing policies**

- a. Incumbents **not** slated for designated housing may submit advanced on-post applications and are projected against the first available house after arrival.
  - b. Key and essential personnel receive the highest priority for on-post housing.
  - c. Non-General Officer key and essential personnel will receive the highest priority for assignment to Senior Officer quarters.
  - d. The eligibility date (departure date from the last permanent duty station) and bedroom requirement determine placement on the waiting list. Incumbents receive single point of contact courtesy for:
    - (1) Obtaining on-post housing information.
    - (2) Expediting in-processing requirements.
  - e. When housing is available, every effort is made to facilitate a door-to-door move.
  - f. Individuals who are within 1 year of assuming a key and essential position receive key and essential priority for the purpose of on-post housing assignment.
  - g. Incumbents may find suitable off-post housing and retain their relative position on the appropriate waiting list if on-post housing is **not** available upon their arrival.
- Note: All officers, except General Officers, are responsible for cleaning upon termination of quarters.

## **2-5. Senior Officer housing**

- a. Senior Officers or Lieutenant Colonels (promotable) with a Family housing requirement, will receive Senior Officer housing depending upon availability.

b. Every effort will be made to facilitate a door-to-door move and provide four-bedroom houses for Senior Officers, when available.

## **2-6. Brigade Commanders**

a. Individuals on the brigade command list or who are within 1 year of assuming command are considered key and essential.

b. Incumbents may submit advance housing applications and are projected against the first available house after arrival, if they desire on-post housing.

c. Commanders receive single point of contact courtesy for:

(1) Obtaining housing information.

(2) Expediting in-processing requirements.

(3) Door-to-door moves.

d. Brigade Commanders, for whom Senior Officer housing is **not** available, may receive field grade housing until Senior Officer housing becomes available. A move, at a later date to Senior Officer housing, will be at government expense subject to available funds.

e. Brigade Commanders may find suitable off-post housing and retain their status on the waiting list if on-post housing that meets their housing requirements is **not** available. The move from off post to on post at a later date will be at government expense subject to available funds.

f. The 3d Air Support Operations Group (3ASOG) is equivalent to Brigade Command.

## **2-7. Other Senior Officers**

Senior Officers **not** designated as Brigade Commanders receive the same single point of contact courtesy as brigade commanders for in-processing.

a. The eligibility date (departure date from the last permanent duty station) and the bedroom requirement determine placement on the waiting list.

b. When housing is available upon arrival, every effort is made to provide a door-to-door move.

c. There is no mandatory requirement to reside on post.

## **2-8. Battalion Commanders**

The following provisions apply to individuals who are on the Battalion Commander list prior to assuming command or are within 1 year of assuming command.

a. Incumbents are priority one and are projected against the first available house after arrival, if they desire on-post housing.

b. Battalion Commanders receive the same single point of contact courtesy as stated in paragraph 2-6 of this pamphlet.

## **2-9. Command Sergeants Major (CSMs)**

Incoming brigade and battalion CSMs receive the same personalized service as brigade and battalion commanders, and receive priority housing (i.e., offered the first available four-bedroom house located in an area designated for CSM and/or Sergeant Major (SGM) housing, if so desired). CSMs receive the same single point of contact courtesy as stated in paragraph 2-6 of this pamphlet.

## **2-10. Foreign Exchange Officer**

Allied officers, for whom on-post housing agreements between the United States Army (USA) and sending countries are established, normally receive housing occupied by their predecessor. Rent, in the amount of the basic allowance for housing (BAH) for USA grade equivalence, must be paid each month to the Residential Communities Initiatives (RCI) Private Partner (hereinafter referred to as the Partner).

## **2-11. Command support personnel**

One officer, one enlisted aide, and one driver assigned to the Commander, III Corps and Fort Hood, and division commanders receive priority equal to key and essential personnel. They will receive the first available, uncommitted house for their grade and bedroom requirement in a housing area closest to Patton Park.

## **2-12. Chaplains**

Chaplains will be afforded priority housing and are authorized one bedroom per child, one bedroom for the sponsor or sponsor and spouse, and one bedroom for use as an office to conduct spiritual counseling.

## **Chapter 3**

### **Assignment Procedures, Policies and Options**

#### **3-1. Assignment policies**

a. Rank and bedroom requirement determine housing assignments. Assignment will generally be one bedroom per child, and one bedroom for the sponsor or sponsor and spouse.

b. Occupants may **not** choose a specific house.

c. Soldiers with waterbeds **cannot** be housed in two-story units.

d. When a Soldier or spouse is unable to accept housing (i.e., due to leave, temporary change of station, deployment, off-post lease, sale of off-post housing, or hospitalization), they may be placed on administrative hold and retain their position on the wait list for up to 1 year.

e. Soldiers under a lease obligation may request a "lease hold" status for up to 1 year.

f. Soldiers have 30 days, from assignment date, to move Family members into on-post housing. The move from off-post to on-post that is included with the service member's military Permanent Change of Station (PCS) orders may be paid for by the government, otherwise the move will be at the Soldier's expense.



g. All CSMs and SGMs are afforded priority housing subject to housing being available. Major Subordinate Command (MSC) and Brigade (BDE) CSMs are assigned to E09 homes in Wainwright Heights, and other CSMs and SGMs are assigned the first available Comanche II E09 designated housing unit.

h. Soldiers will be removed from the waiting list 30 days after housing has tried to locate and/or contact them for notification of available housing.

i. If the assigned housing unit is **not** large enough to accommodate household goods, the Soldier or spouse must make accommodations for storage of excess household goods at their own expense.

j. Soldiers with a Rental Deposit Waiver (RDW) must fulfill the lease term and have a memorandum of release signed by the landlord before housing is offered. Soldier or spouse must notify the Partner when they are ready to occupy housing.

k. Soldier or spouse can decline on-post housing or voluntarily request removal from the waiting list.

l. If the Soldier or spouse elects to reapply for housing at a later date, the completion date of the new application is the eligibility date.

### **3-2. Adjustment to waiting list**

a. Soldiers who are on the waiting list, but reapply for larger housing due to an increase in Family status, will transfer to the waiting list for which they are eligible with the original eligibility date.

b. Soldiers who request a lesser bedroom requirement will sign a statement that they are considered adequately housed and **cannot** reapply for a larger house unless there is an increase in Family Members. A move for increase in Family members at a later date will be at the Soldier's expense. The eligibility date will be the original eligibility date.

### **3-3. Local moves**

a. Moves from off post to on post, or on post to off post, that are **not** covered under PCS, Ending Tour of Service (ETS), or retirement orders, will be at the Soldier's expense.

b. Moves for medical priority, will be at the Soldier's expense.

c. Soldiers residing in housing who experience an increase in Family members due to pregnancy may reapply for larger quarters. Eligibility date will be date of reapplication and the move will be at the Soldier's expense.

d. Soldiers residing in housing who experience an increase in Family other than pregnancy may reapply for larger quarters and will be placed at the top of the non-freeze zone. The move will be at the Soldier's expense.

e. Soldiers must complete such moves within 5 working days to preclude maintaining two sets of housing simultaneously. Failure to do so results in surrendering of keys, cleaning at the Soldier's expense, and possible charge for rents on both houses until clearing date.

### **3-4. Excess housing**

a. Excess housing will be offered to applicants with a lesser bedroom requirement, or one category up or down. For example, a Senior Noncommissioned Officer (SNCO) four-bedroom house may be offered to an applicant with the largest number of children on the SNCO three-bedroom waiting list first.

b. When there is excess housing (no waiting list) of a particular rank and bedroom requirement, Soldiers may be offered a second choice if the first house is not desired.

c. Declination of excess housing will **not**:

(1) Be held against a Soldier.

(2) Affect the relative position on the waiting list.

### **3-5. Assignment Procedures**

When a Soldier or spouse receives notification that housing is available and elects to sign for housing, the following procedures apply:

a. A current Leave and Earning Statement (LES) will be provided to the Partner's easing consultant.

b. If the Soldier has a RDW, a memorandum of release signed by the landlord must be returned in order for the Soldier to sign for the house.

c. In the absence of the Soldier, a spouse may sign for housing with a Power of Attorney (POA) that is available at the Staff Judge Advocate (SJA) Office.

d. An appointment will be made with the Partner to meet with a Resident Services Coordinator (RSC) at the house.

e. The RSC prepares a condition inspection checklist, noting damages or deficiencies to the house.

f. The Soldier or spouse accepts or declines the house.

g. If unable to accept housing (i.e., leave, temporary change of station, deployment, sale of off-post housing, or hospitalization), Soldiers may be placed on administrative hold for up to 1 year.

h. If habitability of housing is questionable, acceptance may be deferred pending resolution (see paragraph 3-6 of this pamphlet).

i. A housing agreement is signed and rent, in the amount of the BAH, is paid to the Partner via a non-voluntary allotment.

j. Dual military, at the "with dependent" BAH rate of the senior ranking Soldier, will be paid to the Partner.

k. On-post housing occupants will receive an information packet when signing for housing that includes:

(1) Installation regulations.

(2) Maintenance responsibilities of contractors.

- (3) Telephone numbers needed during occupancy.
- l. The Soldier or spouse returns to the community manager's office for that village to receive assignment orders.
- m. The effective date of the orders is the day the house is assigned.

### **3-6. Uninhabitable housing**

- a. The Partner inspects housing that the incumbent considers uninhabitable and determines the housing condition.
- b. If the Partner determines housing is **not** ready for issue, the Soldier or spouse may decline and the declination will **not** count against the Soldier.
- c. The Soldier may decide to accept housing with the understanding that there will be an additional wait until deficiencies are corrected.
- d. Housing records will reflect any Soldier or spouse's acceptance of the house with the additional waiting period for correcting deficiencies.
- e. If the inspection determines housing is ready for assignment, the Soldier or spouse receives notification and a final opportunity to accept or decline the house.

### **3-7. Housing area designation by rank and bedroom**

Table 3-1 depicts housing areas and designation by rank and bedroom.

**Table 3-1. Housing area designation by rank and bedroom**

<b>Rank :</b>	<b>2BR</b>	<b>3BR</b>	<b>4BR</b>	<b>5BR</b>
Junior Enlisted	Chaffee Comanche I Montague McNair Pershing Park	Comanche III Pershing Park Montague Venable	Comanche II Kouma	Kouma
Junior Non-Commissioned Officer	Chaffee Comanche I Montague McNair Pershing Park Wainwright B	Comanche I, III Pershing Park Montague Venable Wainwright B	Comanche II, III Kouma Montague	Kouma Montague Comanche II
SNCO (E07 and E08)		Comanche III Pershing Park Montague	Comanche II, III	
CSM/SGM (E09)		Montague (3 units)	Comanche II Designated E09 Units, Wainwright A (MSC CSMs only)	
Company Grade	Pershing Park	Patton Park B Pershing Park Wainwright A	Wainwright A Montague	
Field Grade		Patton Park A	Patton Park A	
Senior Officer			Patton Park A Patton Park B (5 SOQs)	

**Legend**

BR – bedroom

CSM – Command Sergeant Major

MSC – major subordinate command

SOQ – Senior Officer Quarters

E07

E08

E09

## **Appendix A References**

### **Section I Required Publications**

**AR 420-1** Army Facilities Management, cited para 1-1

### **Section II Related Publications**

This section **not** used.

### **Section III Prescribed Forms**

This section **not** used.

### **Section IV Referenced Forms**

**FH Form 1853** Distribution Scheme, cited Suggested improvements.

**DA Form 2028** Recommended Change to Publications and Blank Forms, cited Suggested improvements.

## **Glossary**

### **Section I Abbreviations**

**AR**

Army Regulation

**BAH**

Basic Allowance for Housing

**BR**

Bedroom

**BDE**

Brigade

**CofS**

Chief of Staff

**CRDAMC**

Carl R. Darnall Army Medical Center

**CSM**

Command Sergeant Major

**DA**

Department of the Army

**DIVWEST**

First Army Division West

**DPW**

Directorate of Public Works

**ETS**

Ending Tour of Service

**FH**

Fort Hood

**IAW**

In Accordance With

**LES**

Leave and Earning Statement

**MSC**

Major Subordinate Command

**OTC**

Operational Test Command

**PAM**

Pamphlet

**PCS**

Permanent Change of Station

**POA**

Power of Attorney

**RCI**

Residential Communities Initiatives

**RSC**

Resident Services Coordinator

**RDW**

Rental Deposit Waiver

**SNCO**

Senior Noncommissioned Officer

**SOQ**

Senior Officer quarters

**SJA**

Staff Judge Advocate

**USA**

United States Army

**1CD**

1st Cavalry Division

**3ASOG**

3d Air Support Operations Group

**13ESC**

13th Sustainment Command (Expeditionary)

**Section II****Terms**

This section not used.